

# Writing a Stellar Letter of Support

In the spring of 2009, the Montana Asthma Control Program will be writing a grant to receive federal funding through the National Asthma Control Program at the Centers for Disease Control and Prevention. The grant will be for five years of funding at an estimated \$375,000 per year. The grant requires the inclusion of "signed letters from a variety of partners that demonstrate strong statewide partnerships." Your letters are an important part of securing this funding for asthma control activities in the state! To write a STELLAR letter of support that strengthens our grant application, consider including the following elements:




## Reference the Montana State Asthma Plan

Letters of support for the grant should "include specific statements describing how partners currently (or intend to in the future) work collaboratively with the state asthma program to implement specific activities, interventions, or tasks outlined in the State Asthma Plan." Consider choosing 1-3 objectives or activities in the Montana State Asthma Plan and describe how you or your organization is working to accomplish them. Specifically reference the objective or activity you are describing.



## Show personal/organizational involvement



Describe how you or your organization has been involved in the work of the Montana Asthma Advisory Group thus far. Have you regularly attended our meetings, given a presentation at one of our meetings or hosted one of our trainings? What benefits have you or your organization already realized from your involvement? How are you or your organization invested in the long term vision and goals of the MAAG? Describe what you see as the successes by the MAAG and Montana Asthma Control Program in our short existence thus far.

## Show personal/organizational investment

Describe how you or your organization plans to continue to engage with asthma control efforts (particularly those outlined in the Montana State Asthma Plan) in the future. Will you encourage your clinic to be an ACMS site or advocate for more Certified Asthma Educators at your hospital? Will you advocate for the Clean Indoor Air Act or for a better smoke free policy at your worksite? Have you developed partnerships through the MAAG that you hope to leverage for future research projects? Do you simply plan to maintain full participation and relay the information you learn from the MAAG to your organization? Whatever your future level of investment, spell it out in your letter.



## Include brief but personalized details

There is no requirement that the letter be lengthy-in fact brief is better! As long as the letter contains personalized details about your past involvement with asthma control activities, commitment to the Montana State Asthma Plan objectives or activities, and investment in future participation, length is not a concern. The CDC grant reviews are just averse to the canned "I support the Montana Asthma Control Program and its objectives" letters that don't show any real involvement.

Questions? Feel free to call me at any time! 406-444-7304 or e-mail [kloveland@mt.gov](mailto:kloveland@mt.gov). And thanks in advance for your stellar letter of support!